

Chaney-Monge School District 88 Chromebook/Laptop Policy and Handbook

The policies, procedures and information in this document apply to all Chromebooks used at Chaney-Monge School District 88. Google accounts and emails are the property of Chaney-Monge School. The supplied devices are to be used as an educational tool to enhance learning. Students are expected to adhere to rules and regulations for use as outlined in the signed District Acceptable Use of Networks Policy.

1. Receiving your Chromebook

- **Parents and students must sign and return the Chromebook Policy Sign-Off and Student Pledge document before the Chromebook can be issued to the child.**
- Chromebooks will be labeled in a manner specified by CM District 88; this will include the serial number.
- The Chromebook and district-issued email account are the property of CM District 88 and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on the District 88 Chromebook or a school supplied or supported email service.

1.1 Training

Students will be trained on the proper care, handling, and use of Chromebooks within the classroom. Helpful videos are available on our school website at www.chaneymonge.us.

1.2 Return

- a. Student Chromebooks and accessories (charger, battery, sleeve) will be collected at the end of each school year for maintenance.
- b. Any student who transfers out of Chaney-Monge District 88 will be required to return his/her Chromebook and its accessories. If not returned the parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian will be turned over to a collection agency.

1.3 Fines Related to Chromebook

- a. Chromebooks and accessories will be turned into the District when requested in satisfactory condition. Chromebooks will be inspected for damage. In case of abuse, neglect or intentional damage, the parent/guardian will be charged a fee for need repairs or replacement. The CM administration will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the parent/guardian will pay the Chromebook replacement cost. Failure to return or pay for the Chromebook may result in a theft report filed with the Crest Hill Police Department.

2. Taking Care of Your Chromebook

General Care and Precautions

- Do not remove, modify or destroy District 88 identification tags or barcodes. Removal of these items may result in disciplinary action and may result in forfeiture of the Chromebook.
- Chromebook vents should never be covered while powered on.
- Carefully insert and remove cords.
- **Chromebooks must remain free of any writing, drawing, engravings, or labels that are not provided by District 88. Fees and/or disciplinary action may result for any writing, drawing, engravings as well as removal of District ID labeling.**
- Chromebooks should be kept away from food, drinks, small children and pets.
- Chromebooks must never be left in an unlocked car or unsupervised area in or out of school.
- Any broken or removed keys will be subject to fines.

Chromebook Screen Care

- LCD screens are fragile and can be damaged if exposed to rough treatment and excessive pressure.
- Do not lift or carry the Chromebook by the screen.
- Clean the screen with a soft, dry, anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not leave anything on the keyboard before closing the lid (notebooks, pens, pencils, books, markers etc.)
- Exposing the Chromebook to extreme heat, humidity or cold (i.e. leaving it in a car on a hot or cold day) will damage the device

3. Using your Chromebook

Using your Chromebook at School

- The Chromebook is intended for use at school each and every day. Students are responsible for bringing his/her Chromebook to all classes, unless instructed differently by your teacher.
- Printing is on a limited basis at school, submitting work to the teacher who will print documents for the student.
- Students may **not** access the camera and video capabilities.
- Inappropriate media may not be used as a screensaver or background. This includes but not limited to guns, weapons, inappropriate language, alcohol, drugs and gang related symbols. Violations may result in disciplinary action.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom. Students will be allowed to use personal headphones if the teacher permits use of them.
- **Do not loan your Chromebook to anyone or leave it unattended. The student is the only authorized user of his/her assigned device.**
- When carrying the Chromebook, the provided shell must be used. The Chromebook must be closed.
- Chromebooks will be shut down, stored and charged daily in the student's homeroom.

Using your Chromebook for Remote Learning

- If Chromebooks are sent home for remote learning, General Care and Precautions as well as Screen Care items are to be followed.
- Students are responsible for ensuring the Chromebook is charged and ready for use for login for remote learning.
- Students may have to access the camera for online/Zoom meetings for instruction.
- The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print Service. A wireless home network is required for this. <http://google.con.cloudprint>

4. Software on Chromebook

- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in the educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.
- From time to time, the school may add software applications for curriculum use as required. This process will be automatic with virtually no impact on students. Applications that are no longer needed will be removed by the school as well.
- Virus protection is unnecessary on the Chromebook due to the unique nature of its design, and its inability to install 3rd party applications.
- Students are unable to install additional software on their Chromebook other than what has been approved by District 88.
- Chromebooks may be inspected by random. Students may be required to provide their Chromebook to check for proper care, maintenance as well as inappropriate material.
- Do not attempt to gain access to the internal electronics or to repair your Chromebook. Do not call the manufacturer. Report any Chromebook software or hardware issues to the teacher, the technology teacher or administration.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students sync data to Google Drive if necessary so documents and class projects will not be lost. Students and parents will be charged for any Chromebook damages that is result of misuse or abusive handling. Parents will be billed for parts or replacement. The user will not be given another device until replacement/repair fees are paid should the damage be intentionally or negligently cared for.